

# Changes to USA Trade Online

*September 1, 2015*

On October 15, 2015, USA Trade Online (UTO) will be free to all users. In order to transition to this change, starting September 1, 2015, we will be transitioning into the new FREE system. Highlighted below are steps explaining how you will be affected depending on what type of UTO account you have currently.

## I am a New Customer:

If you are a new customer and you would like to sign up to a new account, you will be able to sign up using a promo code (F0901) which allows you to access for FREE. Please follow the instructions below:

- Click on the **SUBSCRIBE NOW** button on the main page
- Then when the subscribe window appears, hit the “click here” link next to “Sign Up/ Renew” **1** (as shown on Figure 1 below)
- This will take you to the next window where you will be prompted to enter a Media (or Promo) code. Enter F0901 for Media Code **2** (as shown on Fig 2) and your new account will be setup.

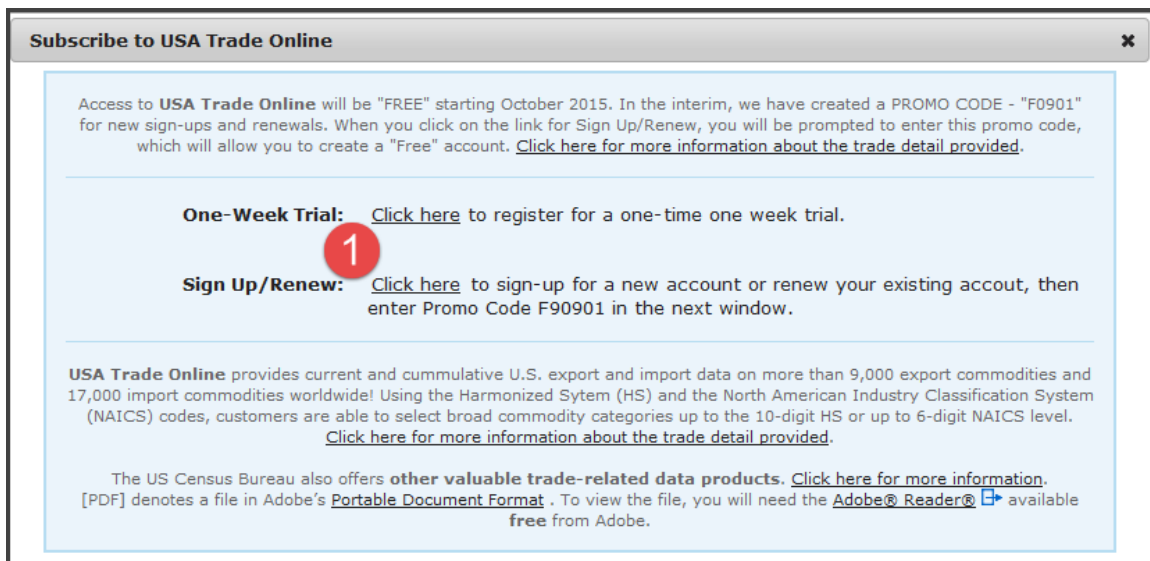


Figure 1 – Subscribe window: hit the click here link by Sign Up/ Renew

Figure 2 – Media code window – enter F0901 in the Media code window and submit  
I am a renewing customer:

**I am a current individual customer:**

You do not have to do anything. The transition will be transparent and your account information including login credentials will be migrated. If you have any saved reports under your current account, these will also be migrated to your new free account.

**I am a current site license customer:**

You do not have to do anything. Your account information will be transitioned to the new FREE account system. However, once we go FREE on October 15, you will receive an email with instructions on how to change your login information. In addition, we will no longer provide IP access to USA Trade Online after October 15. At which time, you have the option of keeping the same account as a shared account within your organization or allow everyone in your team to create an individual account. All current saved reports in your current site license account will be transitioned to the main account.

**I am a Federal Depository Library:**

It will be the same as a site license customer above. Instructions will be provided on what to do on or right before October 15, 2015 via the Government Printing Office (GPO).

Please let us know if you have any questions regarding this transition. You can contact us by email at [EID.International.Trade.Data@census.gov](mailto:EID.International.Trade.Data@census.gov) or by phone at 1.800.549.0595, option 4.